



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date August 26, 1971	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 4		Date Received SEP 8 1971	Date Completed SEP 17 1971
3. AGENCY, Division, Subdivision & Administering Office Address State Department of Labor Unemployment Insurance Division - CLAIMS CENTERS State Labor Building, Atlanta 30334		4. Person to Contact Charles A. Smith, III	
Records Locations: All claims centers throughout state.		5. Working Title Chief, Claims Centers	6. Tel. No. 656-3077

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Inclusive Dates JUNE 1969 - TO DATE	9. EXACT SERIES TITLE Federal Unemployment Claim Files CLAIM RECORD CARD FILES FOR FEDERAL EMPLOYEES & EX-SERVICEMEN (FE) (X)
0. What function performed resulted in creation of this series	

Primary function of each claims center and itinerant point throughout the state is to receive and process applications for unemployment insurance claims, certifying eligibility of claimants and maintaining of claim records and files.

1. DESCRIPTION OF SERIES - Include Form No. & Form Title, if any
Individual claimant claim record card, size 5" x 8", Form ESA-403, which may contain the following: (a.) copy of claim decision and fact finding report, Form ESA-442FF; (b.) Claimant Questionnaire, Form ESA-851; (c.) Claims Eligibility Questionnaire, Form ESA-852; (d.) Standard Correspondence Memorandum, Form ESA-157; (e.) Individual Weekly Certification of Mail Claim Reporting, Form ESA-459; (f.) Address Card, Form ESA-439; (g.) Pay Order Card; (h.) Correspondence to and from employers and claimants; (i.) Notice of Appeal, Form ESA-423, and Appeals Decision; (j.) Request for Reconsideration of Insured Wages, Form ESA-413; (k.) Local Office Request for Deputy Investigation, Form ESA-634; (l.) Request for Supplemental Separation Information, ESA-1027; (m.) Local Office Determination, Form ESA-441 LO; (n.) Ex-Serviceman's Supplemental Allowance Statement, ESA-499 ("X" Claim); (o.) Request for Wage and Separation Information, Form ES-931 (Federal Claims).

ALL (U) (FE) & (Y)		Card		Card			
2. EQUIPMENT OCCUPIED	No. of XXXXX Trays	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of XXXXX Trays	Cu. Ft. of Records		
Letter-size File Drawers				986	395		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				720	590		
5" x8" Cards in Trays, 8 1/4"W. x 21"L. x 5"H.	1,972	789	By Annual Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES PER TRAY	7	0	0	0

QUESTIONNAIRE place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling?
Secured by Federal Law, Section 54-637G, ESA Law dated March 1968, Section 11G,
Confidentiality of Records. ☒ YES ☐ NO
17. Does the series document policies and procedures of agency's operation or function? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☒ YES ☐ NO
21. Does the record series contain documentation produced as EDP printout?
Monetary determination and certification of payment vouchers. ☒ YES ☐ NO
22. Is the series affected by Federal or grant funds?
100% Federal Funds. ☒ YES ☐ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept four years:

- a. ☒ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☒ FEDERAL LAW e. ☐ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

ESA LAW DATED MARCH 1968.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER CALENDAR QUARTER SCREENING BY (BENEFIT) YEAR, then:

A. ☐ Destroy immediately after cut off.

or, CURRENT YEAR + 1 year(s) then:

Withdraw from active file at the end of the benefit year, hold three years, then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):
BASED ON ESA LAW ABOVE.

(ATTACH SAMPLES OF THE SERIES WHEN POSSIBLE)

26. Inventory taken by <i>H. Gillespie</i>	Recommendations prepared by <i>Charles Smith</i>	Approved for Division Date <i>9-3-71</i>	Records Management Officer Date <i>9-6-71</i>
Recommendations in Paragraph 25 are:	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Sam Caldwell</i> Director, Archives & History	<i>9-9-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Parrell Hart</i> Secretary of State	<i>9-10-71</i>
	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Devon. Johnson Jr.</i> Governor of Georgia	<i>9-13-71</i>
	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Jimmy Carter</i>	<i>9-16-71</i>

Records Retention Schedule

DEPARTMENT OF LABOR
Employment Security Agency
Unemployment Insurance Services Division
Board of Review

The Board of Review administers appeals under Unemployment Compensation; Unemployment Compensation Federal Employees; Unemployment Compensation Ex-Servicemen; Special Unemployment Assistance; Extended Benefits; and Federal Supplemental Benefits Programs. The Appeals Tribunal conducts hearings and renders administrative decisions on issues under established appeals procedures.

Appl

<u>No</u>	<u>Description</u>	<u>Disposition</u>
77-48-A	APPEAL DECISION FILE - Documents relating to Unemployment Insurance Appeals of monetary and non-monetary determinations. Included are Board of Review decisions and Referee Decisions. File is arranged by Docket Number.	Record Copy: At end of each month send to State Archives for permanent retention. Reference Copy: Cut off file at end of each calendar year, hold in current files area 3 years; then destroy. APPROVED: 01/24/77 AMENDED: 02/05/79

DEPARTMENT OF LABOR
Employment Security Agency
Unemployment Insurance Services Division

Appl

<u>No</u>	<u>Description</u>	<u>Disposition</u>
5	STATE UNEMPLOYMENT CLAIM FILES - Documents relating to claimant claim records. Included are ESA forms 403, 442FF, 851, 852, 157, 459, 439, 423, 413, 634, 1027, 441LO. File is arranged alpha by claimant name.	Cut off files at end of each calendar quarter screening, withdraw from active file at end of benefit year, hold in current files area 1 year; then destroy. APPROVED: 09/17/71
6	FEDERAL UNEMPLOYMENT CLAIM FILES - Documents relating to claimant claim records. Included are ESA forms 403, 442FF, 851, 852, 157, 459, 439, 423, 413, 634, 1027, 441LO, 499, 931. File arranged alpha by claimant name.	Cut off file at end of each calendar quarter screening, hold in current files area 4 years; then destroy. APPROVED: 09/17/71
7	EMPLOYER WAGE SUMMARY REPORT FILES - Documents relating to wages paid and taxes due to Department. Included are ESA forms 4 and 4B (together forms constitute "Wage Record Copy"). Reports are grouped in batches of 50 and filed numerically by assigned number.	Cut off files at end of each calendar quarter, hold in current files area 2 years; then transfer to State Records Center, hold 2 years; then destroy. APPROVED: 09/17/71